



Punjab Government Gazette

ORDINARY

Published by Authority

CHANDIGARH, FRIDAY, MARCH 8, 2024
(PHALGUNA 18, 1945 SAKA)

LEGISLATIVE SUPPLEMENT

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PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF DEFENCE SERVICES WELFARE

NOTIFICATION

The 27th February, 2024

No. G.S.R. 10/Const./Art. 309/2024.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed to the Punjab Defence Services Welfare (Group B) Service, namely: -

RULES

1. **Short title, commencement and application.**-(1) These rules may be called the Punjab Defence Services Welfare (Group B) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.** -(1) In these rules, unless the context otherwise requires,-

(a) 'Administrative Secretary', where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the department;

(b) 'Appendix' means and appendix appended to these rules;

(c) 'Director' means Director Defence Services Welfare, Punjab;

(d) 'Government' means the Government of the State of Punjab in the
Department of Defence Services Welfare; and

(e) 'Service' means the Punjab Defence Services Welfare (Group B) Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.-** Appointment to the Service shall be made by the Government.

5. **Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government of Punjab, Department of Finance from time to time.

6. **Method of appointment, qualification and experience.-** (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.

7. **Discipline, punishment and appeal .-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. **Repeal and savings.-** The Punjab Sainik Welfare Service (Class-II) Rules, 1987, in so far as these are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. **Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

APPENDIX 'A'

[See rules 1(3), 3 and 5]

Serial Number	Designation of the post	Number of posts		Pay Matrix Level as per 6 th Punjab Pay Commission	Scale of the pay for the Member of the Service recruited on or after 17 th July, 2020 as per the 7 th Central Pay Commission. (in rupees)
		Permanent	Total		
1	2	3	4	5	6
1.	Superintendent Grade-II	24	24	L-12	-
2.	Senior Assistant	30	30	L-11	35,400/-
3.	Senior Scale Stenographer	1	1	L-11	35,400/-

APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1.	Superintendent Grade-II	-	Hundred percent	-	i Ninety-five percent from amongst the Senior Assistants who have an experience of working as such for a minimum period of six years on the aforesaid posts; ii) Five percent from amongst the Senior Scale Stenographers, who have an experience of working as such for a minimum period of six years on the aforesaid post.
2.	Senior Assistant	Twenty-five percent	Seventy five percent	(i) Should be an Ex-Serviceman. (ii) Should possess qualifications as specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	(i) Fifty percent from amongst the Clerks working under the control of the Director who have an experience of working as such for a minimum period of four years on aforesaid post; (ii) Twenty-five percent from amongst the Sainik Welfare Organizers, working under the

					<p>control of the Director who have an experience of working as such for a minimum period of four years on aforesaid post;</p> <p>(iii) Sainik Welfare Organizers promoted as Senior Assistant shall have, before his promotion, should have passed a typewriting test in English and Punjabi respectively, on Computer to be conducted by the appointing authority at a speed of thirty words per minute ; and</p> <p>(iv) In case any post is left unfilled from Sainik Welfare Organizers quota, it shall be filled from Clerks.</p>
3.	Senior Scale Stenographer	-	Hundred percent		<p>As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.</p>

APPENDIX 'C'

(See rule 7)

Serial Number	Designation of the post	Nature of *Penalty/or @ Order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Superintendent Grade II	Minor Penalties (i) Censure; (ii) Withholding of his promotions; (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders; (iv) Withholding increments of pay without cumulative effect. Major Penalties (v) Withholding increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to	Administrative Secretary	Minister Incharge
2.	Senior Scale Stenographer		-do-	-do-
3.	Senior Assistant		-do-	-do-

		<p>whether or not the Government employed will earn increments of pay during the period of such reduction and whether on the expiry of such period, reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(vi) reduction to a lower time scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employed was reduced and his seniority and pay on such restoration to</p>		
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		that grade, post or service; (vii) Compulsory retirement; (viii) removal from service which shall not be a disqualification for future employment under the Government; (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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* in terms of the rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of the rule 15 of Punjab Civil Services (Punishment and Appeal) Rules, 1970.

Appendix-'D'
(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES – BRANCH)**

Notification

The 4th May, 1994

NO.G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application.-

- (1) These rules may be called the Punjab Civil Services (General and common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of State of Punjab.

2. Definitions.-

- (a) "Appointment authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab, or any other authority constituted to perform its function;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognised university or institution" means,—
 - (i) any university or institution incorporated by law in any of the State of India; or

- (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules ;
- (g) “Service” means any Group ‘A’ Service, Group ‘B’ Service or Group ‘C’ Service, constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix ;
- (h) “Service Rules” means the service rules made under Article 309 of the Constitution of India regulating the recruitment and condition of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab ; and
- (i) (i) “War hero” means a defence services personnel or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in war declared so by Government of India, in operations in Kargil or any other sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ;
or
(ii) A defence services personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra : provided that,—
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though bona fide residents of Punjab State are closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (II), the benefits to be given by the State Government will be restricted only to first generation dependent member/next of the kin.

Note.- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,
 - (a) a Citizen of India ; or
 - (b) a Citizen of Nepal; or

- (c) a Subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the Service by direct appointment, unless he produces,—
 - (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution ; and
 - (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on 1st day of January of the year immediately preceding the last date fixed for submission of application by the Commission or the Board, as the case may be :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts :

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India :

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service Rules, or in Government instructions, the upper age limit for appointment to any Service or for any category of persons, is different from thirty five years, it shall be deemed to have been increased by two years.

- 6. Qualification etc.-** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for the Service :

Provided that where appointment of Group 'A' and Group 'B' nontechnical post is offered to a war Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by

him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.- (1) A person appointed to any post in the Service shall remain on probation for a period of two years. If recruited by direct appointment and one year if appointed otherwise :—

Provided that,—

- (a) any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation ;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) if, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may,—
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise,—
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if this work and conduct has in its opinion been satisfactory—
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactory, if he is not already confirmed ; or

-
- (ii) declare that he has completed his probation satisfactory, if he is already confirmed ; or
 - (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

- 8. Seniority.-** The seniority inter se of persons appointed to posts in each cadre of the Service shall be determined by the length of continuous service on such post in that cadre of the Service :

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows :—

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;

- (c) in the case of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of such service is also the same, an older person shall be senior to a younger person.

[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note.— Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to Transfer.-** A member of Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.
10. **Liability to Serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, Pension and other matters.-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, Penalties and Appeals.-** (1) In the matter of discipline, punishment and appeals a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
 - (2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination and re-vaccination.-** Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualification for appointment to the post of Senior Assistant by.-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he--	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognized University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively,) typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the

educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule(2)

15. Minimum Educational and other qualification.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics. Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, (passed a test in English and Punjabi, respectively, on computer), to be conducted by the board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or depended member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

15A. Minimum Educational and other Qualification for appointment to the post of Senior Scale Stenographer by--

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Scale Stenographer under the Punjab Government unless he--	From amongst the Junior Scale stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognized University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have experience of working as such for a minimum period of five years: and
(ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-	(ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at Typewriter/computer) at a speed of 20 words per minute; and	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at Typewriter/computer) at a speed of 20 words per minute; and
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".
(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government	

recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualification for appointment to the Steno-typist or Junior Scale Stenographer.- No person shall be appointed by direct appointment to a post of a Steno-typist, or Junior Scale Stenographer Grade II under the Punjab Government unless he,—

- (a) possesses the Bachelor's Degree from a recognized University or Institution;
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at speed to be specified by the Government from time to time; and
- (c) possesses at least on hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.-

No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation Examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time :

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualification for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle Standards:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language.

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services.-

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) **Debarring for consideration for promotion of a Government employee who refuses to accept promotion.-**In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion :

Provided that in case where the appointing authority is satisfied that a member of service has refused to accept promotion under the circumstance beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. Power to relax.-

Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualification and experience, if any, shall not be relaxed.

20. Over-riding effect.-

The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.-

If any question arises as to the interpretation of these rules, the Government shall decide the same.

“APPENDIX”

(See rule 21)

Group ‘A’ Post in initial entry revised scales of pay having a maximum of Rs. 11,660 or more :

Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ‘A’.

Group ‘B’ Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659,;

Group ‘C’ Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639.

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), SEPTEMBER 5, 2016
(BHDR 14,1938 SAKA)

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-1 Branch)

NOTIFICATION

The 5th September, 2016

No. G.S.R.56/Const./Art,309/Amd.(18)/2016.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Second Amendment) Rules 2016.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (1), for the word “two”, the word “three” shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab

PUNJAB GOVT. GAZ. (EXTRA), DECEMBER 23, 2016(PASUA 2, 1938 SAKA)
-----**PART III****GOVERNMENT OF PUNJAB**DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-I BRANCH)**NOTIFICATION**

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India. and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Third Amendment) Rules, 2016.
(2) They shall come into force on and with effect from the date of their Publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 5, in the second proviso, for the words and sign "Punjab Government", the words "Punjab Government or any Board, Corporation, Commission or Authority under it", shall be substituted.

SARVESH KAUSHAL,

Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), OCTOBER 10, 2017
(ASVN 18, 1939 SAKA)

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL
(Personnel Policies-1 Branch)

NOTIFICATION

The 4th October, 2017

No. G.S.R.44/Const./Art.309/Amd.(20)/2017.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:--

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 7, in sub-rule (3), for the existing proviso, the following proviso shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), SEPTEMBER 16, 2019

(BHDR 25, 1941 SAKA)

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL
(Personnel Policies-1 Branch)

NOTIFICATION

The 13th September, 2019

No. G.S.R.31/Const./Art.309/Amd.(21)/2019.- In exercise of the powers conferred by proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted.

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ., OCTOBER 31, 2022
(KRTK 9, 1944 SAKA)

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-1 Branch)

NOTIFICATION

The 28th October, 2022

No. G.S.R.72/Const./Art,309/Amd.(22)/2022.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and common Conditions of Services) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 17, in the first proviso, for the words "Provided that where a person", the following shall be substituted, namely:-

"Provided that no person shall be appointed to any post in Group-'C' service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty percent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be a mandatory qualifying test and failure to secure a minimum of fifty per

cent marks in Punjabi Language will disqualify the candidate for being considered in final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person”.

VIJAY KUMAR JANJUA,

Chief Secretary to the Government of Punjab.

1860/9-2019/Ph. Govt. Press, S.A.S. Nagar

J. M. BALAMURUGAN,

Additional Chief Secretary to Government of Punjab,

Department of Defence Services Welfare.

3055/3-2024/Pb. Govt. Press, S.A.S. Nagar

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF DEFENCE SERVICES WELFARE

NOTIFICATION

The 27th February, 2024

No. G.S.R. 11/Const./Art. 309/2024.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Defence Services Welfare (Group C) Service, namely: -

RULES

1. **Short title, commencement and application.**- (1) These rules may be called the Punjab Defence Services Welfare (Group C) Service Rules, 2024.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. **Definitions.** - (1) In these rules, unless the context otherwise requires,-

(a) 'Administrative Secretary', where ever appearing in these rules, means the Special Chief Secretary or Additional Chief Secretary or Financial Commissioner or Principal Secretary or Secretary, whosoever is the administrative head of the department;

(b) 'Appendix' means an Appendix appended to these rules;

(c) 'Director' means the Director, Defence Services Welfare, Punjab;

(d) 'Government' means the Government of the State of Punjab in the Department of Defence Services Welfare; and

(e) 'Service' means the Punjab Defence Services Welfare (Group C) Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. **Number and Character of Posts.**-The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority.**- Appointment to the Service shall be made by the Director.

5. **Pay of members of the Service.**- The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance, Government of Punjab from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A'.

6. **Method of appointment, qualification and experience.**- (1) All Appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

- (2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.
- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Discipline, Punishment and Appeal.** - (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. **Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. **Repeal and saving.-** The Punjab Sainik Welfare (Class-III) Service Rules, 1987, in so far as these are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. **Interpretation. -** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

Appendix 'A'

[See rules 1(3), 3 and 5]

Serial Number	Designation of the post	Number of post		Pay Matrix Level as per 6 th Punjab Pay Commission	Scale of the pay for the Member of the Service recruited on or after 17 th July, 2020 as per the 7 th Central Pay Commission. (in rupees)
		Permanent	Total		
1	2	3	4	5	6
1.	Junior Scale Stenographer	1	1	L-7	29,200/-
2.	Sainik Welfare Organiser	63	63	L-6	25,500/-
3.	Steno Typist	22	22	L-5	21,700/-
4.	Clerk/ Junior Assistant	49	49	L-3 L-7	19,900/- 29,200/-
5.	Clerk (Legal)	1	1	L-3	19,900/-
6.	Driver	10	10	L-5	21,700/-

Appendix 'B'

[See rule 6]

Serial No.	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Junior Scale Stenographer	-	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
2.	Sainik Welfare Organiser	Hundred percent	-	Should be Matriculate of a recognized Board/ University or passed the Indian Army Special Certificate of Education and should be an ex-Junior Commissioned officer of the Army or equivalent rank in the Navy or Air Force.	-
3.	Steno-typist	Hundred percent	-	(i) From amongst ex-servicemen who possess the Indian Army Special Certificate of education: Provided that in the case of non-availability of suitable ex-servicemen candidates, the	-

				<p>vacancy may be filled up from amongst other candidates;</p> <p>(ii) should have passed the test in shorthand in Punjabi language to be conducted by the Board at the speed of eighty words per minute and transcription at the speed of fifteen words per minute; and</p> <p>(iii) should within six months of appointment qualify test in short hand in English language to be conducted by the appointing authority at the speed of eighty words per minute and transcription at the speed of fifteen words per minute:</p> <p>Provided that the employee concerned shall not be entitled to draw any increment unless he duly qualifies the test.</p>	
4.	Clerk/ Junior Assistant	Eighty five percent	Fifteen percent	<p>Should be a graduate from a recognized University or passed the Indian Army Special Certificate of Education and should be an ex-Junior Commissioned officer or non-commissioned Officer of the Army</p>	<p>From amongst Group D employees working under the control of the Director who are Matriculates or possess the Indian Army Special Certificate of Education and who possess an</p>

				or equivalent rank in the Navy or Air Force, and should have qualified the test of typewriting in Punjabi and English language at the speed specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	experience of working as such for minimum period of five years.
5.	Clerk (Legal)	Hundred percent	-	(i) Should be a law graduate from a recognized university or institution; (ii) should qualify a competitive test to be conducted by the recruiting authority; (iii) should qualify a test in Punjabi and English typing to be conducted by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time; and (iv) should fulfil other conditions specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	-

6.	Driver	Hundred percent	-	(i) Should be an ex-serviceman; (ii) should be middle pass with Punjabi as one of the subjects, or should hold the equivalent Army Educational Certificate; and (iii) should hold a driving license for Light Motor Vehicle.	-
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Appendix 'C'

[See rule 7]

Serial. No.	Name of the post	Nature of *penalty/or @ order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Junior Scale Stenographer	<u>Minor Penalties</u>	Director	Administrative Secretary
2.	Sainik Welfare Organiser	(i) Censure; (ii) Withholding of his	-do-	-do-
3.	Steno typist	promotions; (iii) Recovery	-do-	-do-
4.	Clerk/Junior Assistant	from his pay of the whole or	-do-	-do-
5.	Clerk (Legal)	part of any pecuniary loss	-do-	-do-
6.	Driver	caused by him to the Government by negligence or breach of orders; (iv) Withholding increments of pay without cumulative effect. <u>Major Penalties</u> (v) Withholding increments of pay with cumulative effect or reduction to a lower stage in the time scale of	-do-	-do-

		<p>pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(vi) reduction to a lower time scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government</p>		
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		employee was reduced and his seniority and pay on such restoration to that grade, post or service; (vii) Compulsory retirement; (viii) removal from service which shall not be a disqualification for further employment under the Government; (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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* in terms of the rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of the rule 15 of Punjab Civil Services (Punishment and Appeal) Rules, 1970.

Appendix-'D'
(See rule 8)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES – BRANCH)**

Notification

The 4th May, 1994

NO.G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to [Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application.-

- (1) These rules may be called the Punjab Civil Services (General and common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of State of Punjab.

2. Definitions.-

- (a) "Appointment authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
- (b) "Board" means the Subordinate Service Selection Board, Punjab, or any other authority constituted to perform its function;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognised university or institution" means,—
 - (i) any university or institution incorporated by law in any of the State of India; or

-
- (ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules ;
 - (g) “Service” means any Group ‘A’ Service, Group ‘B’ Service or Group ‘C’ Service, constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix ;
 - (h) “Service Rules” means the service rules made under Article 309 of the Constitution of India regulating the recruitment and condition of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab ; and
 - (i) (i) “War hero” means a defence services personnel or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in war declared so by Government of India, in operations in Kargil or any other sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ; or
 - (ii) A defence services personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra : provided that,—
 - (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though bona fide residents of Punjab State are closely connected to the State of Punjab;
 - (b) In the case of War Heroes, falling in the category (II), the benefits to be given by the State Government will be restricted only to first generation dependent member/next of the kin.

Note.- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,
 - (a) a Citizen of India ; or
 - (b) a Citizen of Nepal; or

-
- (c) a Subject of Bhutan ; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the Service by direct appointment, unless he produces,—
 - (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution ; and
 - (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on 1st day of January of the year immediately preceding the last date fixed for submission of application by the Commission or the Board, as the case may be :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts :

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India :

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service Rules, or in Government instructions, the upper age limit for appointment to any Service or for any category of persons, is different from thirty five years, it shall be deemed to have been increased by two years.

- 6. Qualification etc.-** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for the Service :

Provided that where appointment of Group 'A' and Group 'B' nontechnical post is offered to a war Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.- (1) A person appointed to any post in the Service shall remain on probation for a period of two years. If recruited by direct appointment and one year if appointed otherwise :—

Provided that,—

- (a) any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation ;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) if, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise,—
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may,—
- (a) if this work and conduct has in its opinion been satisfactory-

-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactory, if he is not already confirmed ; or
 - (ii) declare that he has completed his probation satisfactory, if he is already confirmed ; or
 - (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

- 8. Seniority.-** The seniority inter se of persons appointed to posts in each cadre of the Service shall be determined by the length of continuous service on such post in that cadre of the Service :

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows :—

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;

- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of such service is also the same, an older person shall be senior to a younger person.

[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note.— Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

- 9. **Liability of members of Service to Transfer.**- A member of Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.
- 10. **Liability to Serve.**- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
- 11. **Leave, Pension and other matters.**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
- 12. **Discipline, Penalties and Appeals.**- (1) In the matter of discipline, punishment and appeals a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

14A. Minimum Educational and other Qualification for appointment to the post of Senior Assistant by.-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he-- (i) Possesses the Bachelor's Degree from a recognized University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	From amongst the clerks, who have an experience of working as such for a minimum period of five years.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively,) typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a

War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule(2)

15. Minimum Educational and other qualification.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics. Accreditation of Computer Course (DOEACC) of Government of India.

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, (passed a test in English and Punjabi, respectively, on computer), to be conducted by the board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or depended member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

15A. Minimum Educational and other Qualification for appointment to the post of Senior Scale Stenographer by:-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Scale Stenographer under the Punjab Government unless he--	From amongst the Junior Scale stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognized University or Institution; and	Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have experience of working as such for a minimum period of five years: and
(ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-	(ii) Qualifies in Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-
(c) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at Typewriter/ computer) at a speed of 20 words per minute; and	(c) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at Typewriter/computer) at a speed of 20 words per minute; and
(d) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/ computer) at the speed of 12 words per minute.	(d) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".
(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government	

recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

16. Minimum educational and other qualification for appointment to the Steno-typist or Junior Scale Stenographer.- No person shall be appointed by direct appointment to a post of a Steno-typist, or Junior Scale Stenographer Grade II under the Punjab Government unless he,—

- (a) possesses the Bachelor's Degree from a recognized University or Institution;
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at speed to be specified by the Government from time to time; and
- (c) possesses at least on hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.-

No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation Examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time :

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualification for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle Standards:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language.

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services.-

(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) Debarring for consideration for promotion of a Government employee who refuses to accept promotion.-In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion :

Provided that in case where the appointing authority is satisfied that a member of service has refused to accept promotion under the circumstance beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. Power to relax.-

Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualification and experience, if any, shall not be relaxed.

20. Over-riding effect.-

The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.-

If any question arises as to the interpretation of these rules, the Government shall decide the same.

“APPENDIX”
(See rule 21)

Group ‘A’ Post in initial entry revised scales of pay having a maximum of Rs. 11,660 or more :

Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group ‘A’.

Group ‘B’ Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659,;

Group ‘C’ Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), SEPTEMBER 5, 2016
(BHDR 14,1938 SAKA)

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL
(Personnel Policies-1 Branch)

NOTIFICATION

The 5th September, 2016

No. G.S.R.56/Const./Art,309/Amd.(18)/2016.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Services) (Second Amendment) Rules 2016.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, in rule 7, in sub-rule (1), for the word “two”, the word “three” shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab

PUNJAB GOVT. GAZ. (EXTRA), DECEMBER 23, 2016

(PASUA 2, 1938 SAKA)

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-I BRANCH)

NOTIFICATION

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India. and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Third Amendment) Rules, 2016.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 5, in the second proviso, for the words and sign "Punjab Government", the words "Punjab Government or any Board, Corporation, Commission or Authority under it", shall be substituted.

SARVESH KAUSHAL,
Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), OCTOBER 10, 2017
(ASVN 18, 1939 SAKA)

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL (Personnel Policies-1 Branch)

NOTIFICATION

The 4th October, 2017

No. G.S.R.44/Const./Art.309/Amd.(20)/2017.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:--

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Amendment) Rules, 2017.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 7, in sub-rule (3), for the existing proviso, the following proviso shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), SEPTEMBER 16, 2019

(BHDR 25, 1941 SAKA)

PART III**GOVERNMENT OF PUNJAB****DEPARTMENT OF PERSONNEL**

(Personnel Policies-1 Branch)

NOTIFICATION

The 13th September, 2019

No. G.S.R.31/Const./Art.309/Amd.(21)/2019.- In exercise of the powers conferred by proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.

3. In the said rules, in rule 15A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted.

KARAN AVTAR SINGH,

Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ., OCTOBER 31, 2022
(KRTK 9, 1944 SAKA)

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL
(Personnel Policies-1 Branch)

NOTIFICATION

The 28th October, 2022

No. G.S.R.72/Const./Art,309/Amd.(22)/2022.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of Indian and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and common Conditions of Services) (First Amendment) Rules, 2022.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services (General and Common Conditions of Services) Rules, 1904, in rule 17, in the first proviso, for the words “Provided that where a person” , the following shall be substituted, namely:-

“Provided that no person shall be appointed to any post in Group-‘C’ service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty percent marks, to be conducted by respective recruitment agencies in addition to

competitive examination. The test of Punjabi Language shall be a mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam:

Provided further that where a person”.

VIJAY KUMAR JANJUA,

Chief Secretary to the Government of Punjab.

1860/9-2019/Ph. Govt. Press, S.A.S. Nagar

J. M. BALAMURUGAN,

Additional Chief Secretary to Government of Punjab,
Department of Defence Services Welfare.

3055/3-2024/Pb. Govt. Press, S.A.S. Nagar